



## Region 4 State Park Headquarters

### Great Falls, Montana

#### Part Time Member Position Description

**Term of service:** January 9, 2012 – November 17, 2012

**Application Deadline:** December 1, 2011 or until filled

**Service schedule:** Member will serve a minimum of 900 hours over a 45 week term, averaging at least 20 hours per week every week.

**Service summary:** Region 4 Headquarters seeks a dynamic, energetic AmeriCorps member to serve as a volunteer coordinator. Member will revitalize the volunteer programs across a variety of diverse cultural, natural, and water-based state parks in Region 4, including Giant Springs, Smith River, Sluice Boxes, Tower Rock, and Ackley Lake.

Member will contribute to the following 3 projects:

- Improve educational and interpretive programs
- Increase volunteer capacity
- Enhance outreach and awareness of state parks

**Specific Position Responsibilities:**

- Recruit new volunteers and docents for various state parks in Region 4
- Work directly with park managers to determine specific volunteer needs
- Develop volunteer position descriptions, qualifications and recruitment plans

**Minimum Requirements:**

- Over 18 with a high school diploma or GED; some college or work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated ability to handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

**Benefits:**



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- Living allowance of \$4,500 (\$100 / week for 45 weeks)
- An AmeriCorps Education Award of \$2,675 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

#### To Apply:

Apply for a part time position electronically:

- Visit <http://tinyurl.com/3ps2tzm> and follow application instructions
- or
1. Visit <http://www.americorps.gov/>
  2. On the homepage, select **"AmeriCorps State and National"**
  3. On the right hand side of the page, under search, click **"Advanced Opportunity Search"**
  4. Fill in program name: Montana State Parks AmeriCorps and click "search"
  5. Choose the type of placement for which you would like to apply—full time, part time, part time flex, full time seasonal, or summer time
    - a. If you are unsure which term you want to apply for, check the box at the top of this page. It will specify "\_\_\_\_\_ Member Position Description." The term in the blank is the type of position for which you should apply.
    - b. If you would like to apply for more than one type of position, fill out each of the corresponding applications on [www.americorps.gov](http://www.americorps.gov)
    - c. *You will not be able to specify your preferred placement at this time. Once you submit your application, if you are selected for a pre-screening, program staff will contact you to determine your preferred placements based on the type of term you would like to serve. At that point, you will be able to indicate which state park placement (e.g. Lone Pine, Makoshika, Helena HQ, etc.) is your first, second, and third choice.*
  6. Create a username and password
  7. Follow online instructions to complete and submit application

**For application assistance or for more information, please contact:**

**Katie McKeown**

**406.444.5275**

**[KMckeown@mt.gov](mailto:KMckeown@mt.gov)**

*The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply.*